## Approved For Release 2000/08/21 : CIA-RDP54-00177A000200040048-6

## CENTRAL INTELLIGENCE AGENCY Washington, D. C.

ADMINISTRATIVE INSTRUCTION
HUMBER 40-11 AMENDMENT NO. 1

CIA Administrative Instruction Number 40-11, dated 4 September 1947, is amended by adding the following paragraphs 4 and 5 as indicated below.

- \*4. The Chief, Property Control Division, will review, investigate, and make recommendations on all Reports of Inventory Adjustments, Form No. 36-15, submitted for:
  - a. Rectifying errors resulting from improper postings, clerical errors or the use of incorrect nomenclature.
  - b. Assuming accountability for previously unaccounted for property.

Upon completion of the above, Reports of Inventory Adjustment will be forwarded to the Chief. Services Branch.

"5. The Chief, Services Branch, is authorized to approve or disapprove Reports of Inventory Adjustments submitted for adjusting discrepancies as indicated in paragraphs 4-a and b above. Disapproved Reports will be referred to the Property Survey Board for appropriate action."

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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Executive for Administration and Management

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## Hashington, D. C. CENTRAL INTELLIGENCE AGENCY

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